DE LA SALLE UNIVERSITY
UNDERGRADUATE ENROLLMENT
TERM 1, AY 2026-2027

TABLE OF CONTENTS

PAGES

01 ONLINE ENROLLMENT PROCEDURES 02-06
- Account Activation
- 2A: Pre-Enlistment
- 2B: View Actual Enrollment Appointment
- 2C: View Actual Enrollment Count
- Settlement of Clearance
- Enlistment
- Late Enlistment
- Add/drop
- Deadline- Dropping of Courses
- Procedures for Dropping / Withdrawal

02 OTHER ENROLLMENT INFORMATION 07-10
- Returnees
- Special Class Enrollment
- Online Enrollment for Optional Electives or Minors
- Inter-Campus Enrollment
- Audit Class Enrollment
- Leave of Absence Application
- Undergraduate Shifting Application Procedure and Schedule

03 TUITION FEE PAYMENT 11
- Process of Tuition Fee Payment
- Tuition Fee Payment
- Payment Channel

04 CONTACT INFORMATION 12-14
- Enrollment Support
- OUR Contact Information
- College Concerns / Contact Information

ONLINE ENROLLMENT PROCEDURES

1: Account Activation

Students who have paid their tuition must activate their Archers Hub account at **https://archershub.dlsu.edu.ph/**.
For account access issues, please use the Forgot Password option.

2A: View Actual Enrollment Appointment — Starting- Aug 17, 2026

- Log in to Archers Hub at **https://archershub.dlsu.edu.ph/**.
- Go to the Student Dashboard and check the **Important Dates** section.

2B: View Course Offerings — Starting- Aug 08 2026

- Available courses may be viewed through Archers Hub at **https://archershub.dlsu.edu.ph/**. Once logged in, proceed to Course Finder.
- For PE course offerings, please refer to the following link: PE Activities, or you can find it as a remark in the course finder
- For the English sections of GERIZAL and GERPHIS, please refer to the following link: GERIZAL and GERPHIS Section
- For the complete enrollment guide, please visit:

ENROLLMENT GUIDE-ARCHERS HUB

3: Settlement of Clearance and Balances — Deadline- Aug 15 2026

Students who have paid their tuition must activate their Archers Hub account at **https://archershub.dlsu.edu.ph/**. For account access issues, please use the Forgot Password option.

4: Enlistment

(ID 126) Aug 10-15, 2026 - 08:30 AM to 11:59 PM
(ID 125 and below) Aug 24-30 2026 - 8:30 AM-8:00 AM

Log in to Archers Hub Student Portal at https://archershub.dlsu.edu.ph/ to complete the process.

REMINDERS:

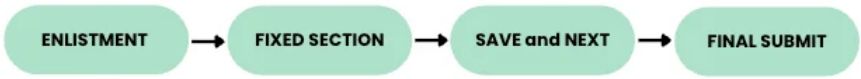
- Students tagged as INELIGIBLE in the system must coordinate with their college's Academic Programming Officer. Please refer to the last page for the contact details.
- For PE course offerings, please visit: PE COURSE OFFERING LINK

ONLINE ENROLLMENT SCHEDULE

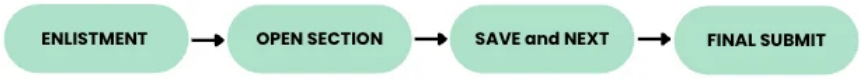
ID 126				
START DATE	**START TIME**	**COLLEGE**	**END DATE**	**END TIME**
Aug 10, 2026	**08:30 AM**	BAGCED / CLTSOE / CCS / SIS	**Aug 15, 2026**	**11:59 PM**
	10:30 AM	CLA		
	12:30 PM	COS / GCOE / TDSOL		
	2:30 PM	RVRCOB		

ENLISTMENT REMINDERS (ID 126)

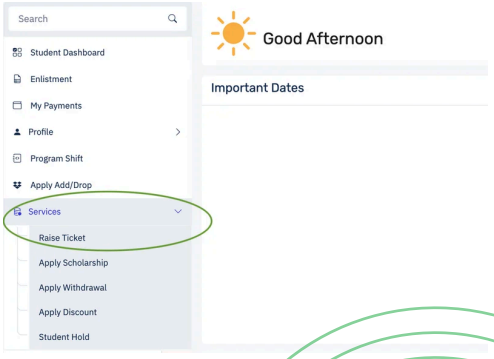
- Enlistment will begin on **August 10, 2026**, according to the following college/school above.
- **Manila and Rufino Campus students:** Please follow the "**FIXED SECTION ENLISTMENT**" procedure:



- **Laguna Campus students:** Please follow the "**OPEN SECTION ENLISTMENT**" procedure:

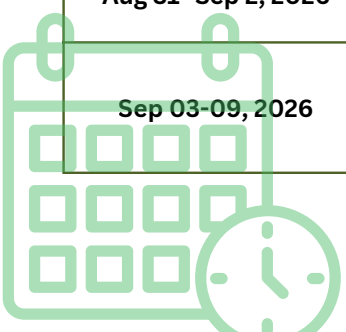


- Please ensure that you click/choose the courses with a schedule in your enrollment.
- Students with **exempted courses** will see the exemption reflected on their Curriculum Progression and Enlistment pages. Please **FINAL-SUBMIT** your enlisted courses. Starting August 17, 2026, your Academic Programming Officer (APO) will process the replacement courses for your exempted courses.
- You may pay your tuition and fees and download your EAF starting August 24, 2026, or follow the schedule provided by your APO.
- For any concerns, please submit a **SERVICE REQUEST TICKET** through your Archer's Hub and select the appropriate category assigned to your college/school:
  - BAGCED – Enlistment Concern
  - CCS – Enlistment Concern
  - CLA – Enlistment Concern
  - CLTSOE – Enlistment Concern
  - COS – Enlistment Concern
  - GCOE – Enlistment Concern
  - RVRCOB – Enlistment Concern
  - SIS (Laguna) – Enlistment Concern



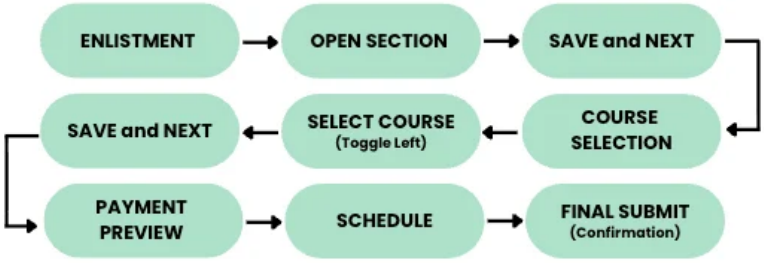
ONLINE ENROLLMENT SCHEDULE

ID 125 and below			
DATE	**ID NO.**	**START TIME**	**STUDENT**
Aug 24, 2026	All ID	**10:00 AM**	PWD (mobility issue) Priority enlistment
	ID 122 & below	**11:30 AM**	First Honor Dean's List and University Honor (Term 2, AY 25-26), All colleges
	ID 123	**01:00 PM**	First Honor Dean's List and University Honor (Term 2, AY 25-26), All colleges
	ID 124	**02:30 PM**	First Honor Dean's List and University Honor (Term 2, AY 25-26), All colleges
	ID 125	**04:00 PM**	First Honor Dean's List and University Honor (Term 2, AY 25-26), All colleges
Aug 25, 2026	ID 123 & below	**08:30 AM**	Advance Enrollees Recommended by Offices
	ID 124 and ID 125	**10:00 AM**	Advance Enrollees Recommended by Offices
	ID 123 & below	**11:30 AM**	Second Honor Dean's List and University Honor (Term 2, AY 25-26), All colleges
	ID 124 & ID 125	**01:00 PM**	Second Honor Dean's List and University Honor (Term 2, AY 25-26), All colleges
	ID125 and below	**02:30 PM**	SIS & Rufino
	ID 121 & below	**04:00 PM**	• Regular Student/Returnee Student
Aug 26, 2026	ID 122	**08:30 AM**	• Regular Student/Returnee Student
	ID 123	**10:00 AM**	• Regular Student/Returnee Student
	ID 124	**11:30 AM**	• Regular Student/Returnee Student
	ID 125	**01:00 PM**	• Regular Student/Returnee Student
	ID126	**02:30 PM**	• Late Confirmation / Second Degree / Transferee
Aug 31- Sep 2, 2026	LATE ENLISTMENT / ADD_DROP	**08:30 AM- 11:59 PM**	• ALL Student • Returnee Student
Sep 03-09, 2026	SPECIAL ENLISTMENT / ADD_DROP	**08:30 AM- 11:59 PM**	• ALL Student • Returnee Student



ENLISTMENT REMINDERS (125 and below)

1. Please follow the "**OPEN SECTION ENLISTMENT"** procedure:



2. Only students included in the Dean's List for Term 2, AY 2025–2026, as of **August 8, 2026**, will be considered as Dean's List students for the enlistment
3. Students must ensure that they have taken and passed all required prerequisites. Those who have not passed the prerequisite course will be dropped from the enrolled subject and charged a 20% retention fee.
4. The **Lasallian Core Curriculum (LCC)** has allocated the following available slots for all General Education courses:

   Day 1: 15 slots per section
   Day 2: 30 slots per section
   Day 3: 45 slots per section

4. Students may only enroll in courses during this period. Dropping or adjusting enrolled courses is **not yet allowed.**
5. Students who fail to confirm their enrollment by the end of the enrollment period will be automatically dropped from their courses.
6. Students may enroll in courses offered by another college from the start of their assigned enrollment schedule until the end of the enrollment period.
7. **LATE ENLISTMENT-**Students who were unable to enlist during their initial schedule may enlist from **Aug 31-Sep 2, 2026.** Those who enlist during this period must confirm and submit their final enlistment no later than **September 2, 2026, to avoid being automatically dropped at 12:00 a.m. on September 3, 2026.**
8. Enlistment Support (ONSITE and ONLINE):

On-site Enrollment Support:
Manila Campus
Dates: August 24–28, 2026
Venue: 2nd Floor, Henry Sy Sr. Hall
Hours: 8:30 a.m.–12:00 noon and 1:00–4:30 p.m.
Laguna Campus
Dates: August 24–28, 2026
Venue: UH208 - Laguna Campus
Hours: 8:30 a.m.–12:00 noon and 1:00–4:30 p.m.

While the enlistment facility will remain open, please be advised that there will be ***NO enrollment support on August 29–30, 2026.***

COLLEGE	ZOOM LINK
BAGCED	Join our Cloud HD Video Meeting
CLA	Join our Cloud HD Video Meeting
COS	Join our Cloud HD Video Meeting
GCOE	Join our Cloud HD Video Meeting
RVRCOB	Join our Cloud HD Video Meeting
CLTSOE	Join our Cloud HD Video Meeting
CCS	Join our Cloud HD Video Meeting
TDSOL	Join our Cloud HD Video Meeting
LAGUNA- SIS	Join our Cloud HD Video Meeting

ADD/DROP PROCEDURES

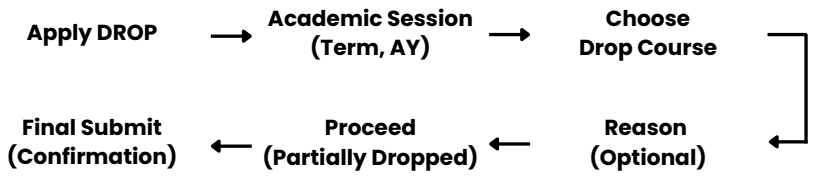
ADD/DROP	Aug 31-Sep 02, 2026 (8:30 AM-11:59 PM) Sep 03-09, 2026 (8:30 AM-11:59 PM)

- Online Adjustment
- All Students - All ID Numbers
- Returnee
- ID126 is restricted to Add any course but may Drop a course/subject

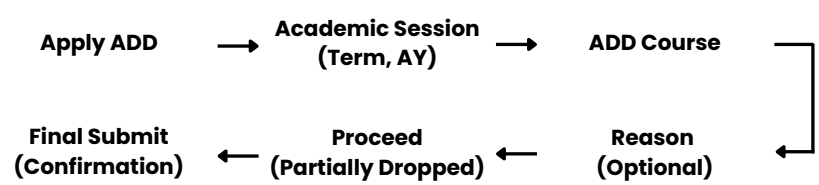
Log in https://archershub.dlsu.edu.ph/- Add/Drop Facility

A RETENTION FEE corresponding to the dropping period will be charged to students who will DROP/SWAP courses once the term starts.

APPLY DROP:



APPLY ADD:



CHANGE SCHEDULE:

Students who wish to change their schedule should not drop or add the section. Instead, use the **Change Schedule facility** to select a new schedule for the subject already added.

AUTO-DROPPING OF COURSES

DATE	ACTIVITY
Aug 31, 2026 (M) (12:00 AM)	[First Round] Auto Dropping of all students with unconfirmed enrollment
Sep 03, 2026 (M) (12:00 AM)	[Second Round] Auto Dropping of all students with unconfirmed enrollment
Sep 09, 2026 (11:59 PM)	Final Auto Dropping of all students with unconfirmed enrollment (those who accessed add/drop)
Sep 14-19, 2026 (8:00 AM- 8:00 PM)	Only students whose courses were auto-dropped on 10 September 2026 at 12:00 AM may apply for course reinstatement.

ADD/DROP and REINSTATEMENT REMINDERS:

ADD/DROP:

1. Dropping percentage will apply; a 10% retention fee will be charged for every course dropped or adjusted (Sep 03-09, 2026) .
2. Students may re-enroll in the course(s) that were auto-dropped due to non-confirmation until Sep 09, 2026, 11:59 PM only.

REINSTATEMENT:

1. To make a reinstatement request, please access this online submission facility: **Reinstatement Request.** Requests with incomplete requirements (including proof of payment) will NOT be processed.
2. All requests are subject to evaluation and approval. Processing will take at least four working days.
3. Download the reinstatement **assessment form** and pay at the campus cashier (an Official Receipt is required for uploading).
4. A non-refundable reinstatement fee of PHP 2,000 will apply.

PRINTING OF EAF

The EAF may be downloaded and printed through https://archershub.dlsu.edu.ph/ under

ENLISTMENT STATUS → **ENLISTMENT SLIP OR PROFILE** → **REGISTERED COURSES** → **ENLISTMENT SLIP**

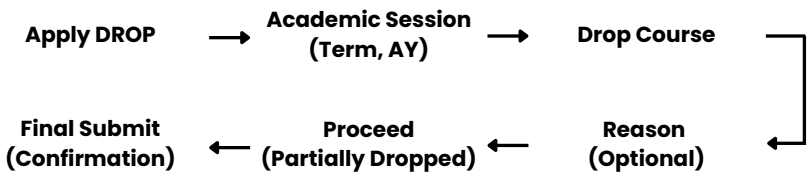
DEADLINE OF DROPPING OF COURSES

REFUND (applicable for full payment)	RETENTION FEE (to be charged to partial payment or no payment yet)	START DATE	END DATE	Add/Drop
100%	0%	Aug 31, 2026	Sep 2, 2026	Add/Drop
90%	10%	Sep 3, 2026	Sep 9, 2026	Drop Only
50%	50%	Sep 10, 2026	Sep 16, 2026	Drop Only
0%	100%	Sep 17, 2026	Sep 30, 2026	Drop Only
(NO Refund)	100%	Oct 1, 2026	Nov 1, 2026	Withdrawal of Courses

PROCEDURES FOR DROPPING AND REMINDERS:

- Students who drop or withdraw from any courses starting **Sep 17, 2026** will be charged the full amount regardless of whether the student has paid or not or attended the class.
- **ID126 is restricted to Add any course**
- Schedule: Monday- Saturday (until 08:00 pm)

ONLINE DROPPING

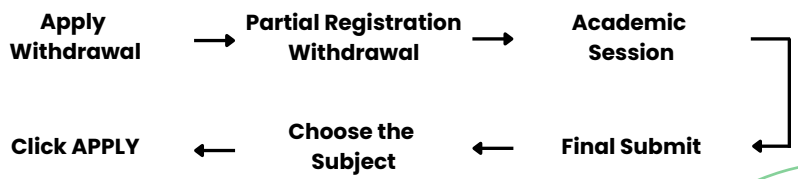


PROCEDURES FOR COURSE WITHDRAWAL AND REMINDERS:

- Students who withdraw from any courses starting **Oct 01, 2026** will be charged the full amount regardless of whether the student has paid or not or attended the class, any balance will have to be settled.
- Schedule: Monday- Saturday (until 08:00 pm)

EAF

ONLINE COURSE WITHDRAWAL



OTHER ENROLLMENT INFORMATION

RETURNEE APPLICATION	Jul 25– Aug 20, 2026 (08:00 PM)

1. Students with inactive DLSU Gmail accounts must send an email using their personal email address and attach a copy of their DLSU ID to the Academic Programming Officer of their college.
2. Complete the Google Forms below according to your college using DLSU Gmail:

BAGCED: http://bit.ly/Returnee_BAGCED
CCS: http://bit.ly/Returnee_CCS
CLA: http://bit.ly/Returnee_CLA
CLTSOE: http://bit.ly/Returnee_SOE
GCOE: http://bit.ly/Returnee_GCOE
COS: http://bit.ly/Returnee_COS
RVRCOB: http://bit.ly/Returnee_RVRCOB
SIS: Returnee_LagunaCollege
TDSOL: TDSOL Returnee Student Google Form

(**Note: A student who has no approved LOA from the previous term will be charged a returnee fee of Php 2,000)**

3. ArchersHub will be activated by the Information Systems and Technology Services (ISTS), and an email will be sent regarding the student log-in credentials.
4. Students must complete online enrollment after activating their ArchersHub Accounts. Please refer to the enlistment schedule and procedure above.
5. Any inquiry about returnee you may **coordinate with your College APO.** See the last page of this documents for their email addresses.

ONLINE ENROLLMENT FOR OPTIONAL ELECTIVES OR MINOR	Aug 25– Sep 09, 2026 (08:00 PM)

1. Secure prior approval from the Academic Department offering the course/s before enrolling.
2. Enrollment for Optional Electives or Optional Minors for Manila-based students can be done online through Archers Hub. Use your Active Directory (AD) login credentials during the student's online enrollment.
3. Download the updated EAF immediately after successfully enrolling in the Optional Electives or Optional Minors through your Archershub.

Following the Help Desk Announcement (HDA) issued by the Office of the Provost on May 20, 2022, the no-tuition arrangement for Optional Electives and Optional Minor courses ceased effective Term 1, AY 2022-2023.
Students who enroll in Optional Elective or Optional Minor courses will be charged the applicable tuition and fees. **These courses are not offered free of charge.**

OTHER ENROLLMENT INFORMATION

SPECIAL CLASS ENROLLMENT	Aug 27– Sep 05, 2026 (08:00 PM)

Students must complete the Google Form of the college offering the special class they wish to enroll in. The form must be accessed and submitted using their DLSU email account.

BAGCED: https://bit.ly/UG_Special_Class_BAGCED
CCS: https://bit.ly/UG_Special_Class_CCS
CLA: https://bit.ly/UG_Special_Class_CLA
CLTSOE: https://bit.ly/UG_Special_Class_SOE
COS: https://bit.ly/UG_Special_Class_COS
GCOE: Special Class_GCOE
RVRCOB: https://bit.ly/UG_Special_Class_RVRCOB
SIS: Special_Class_LAGUNA

EVALUATION AND APPROVAL OF THE DEPARTMENT AND COLLEGES/SCHOOL	Sep 07- 19, 2026 (08:00 PM)

1. The Colleges and Departments shall evaluate applications. After evaluation, the College shall inform the student of the decision regarding the submitted Application for Special Class not later than Sep 19, 2026.
2. The revised EAF can be downloaded upon approval of the information, or no later than Sep 20, 2026.
3. For inquiries or follow-ups, please submit a service request ticket in ArchersHub under your college's service department.

BAGCED - Enrollment Records Concern
CCS - Enrollment Records Concern
CLA - Enrollment Records Concern
CLTSOE - Enrollment Records Concern
COS - Enrollment Records Concern
GCOE - - Enrollment Records Concern
RVRCOB - Enrollment Records Concern
SIS (Laguna) - Enrollment Records Concern

REMINDERS:

- Students must have no outstanding clearances with any office.
- Students are required to confirm their enrollment in other courses.
- Payment for enrolled courses must be made online by the prescribed deadline to avoid surcharges.
- Applications with incomplete requirements will not be processed. Please ensure all requirements are fulfilled before submission.

OTHER ENROLLMENT INFORMATION

INTER CAMPUS ENROLLMENT (Manila-SIS/ SIS-Manila)	Aug 19– 30, 2026 (08:00 PM)

1. The inter-campus enrollment application is through https://archershub.dlsu.edu.ph/

Manila to SIS

BAGCED-APO>>>Inter-Campus Enrollment Application
CCS-APO>>>Inter-Campus Enrollment Application
CLA -APO>>>Inter-Campus Enrollment Application
COS-APO>>>Inter-Campus Enrollment Application
CLTSOE -APO>>>Inter-Campus Enrollment Application
GCOE -APO>>>Inter-Campus Enrollment Application
RVRCOB-APO>>>Inter-Campus Enrollment Application

SIS to Manila student must accomplish the Gform

https://forms.gle/Y16Qg2iBnh8va6dV6

AUDIT CLASS ENROLLMENT	Aug 19– Sep 09, 2026 (08:00 AM- 8:00 PM)

1. Students must complete the Application for Audit Class http://bit.ly/Audit_Class
2. OUR will coordinate with the Associate Dean of the College/School and will request their endorsement
3. Once cleared, the Enrollment In-Charge will encode the courses to the subjects enrolled by the students.
4. An email will be sent to the student once the application is processed. Students may begin downloading and printing the updated EAF from their ArchersHub account.

REMINDERS:

- Students must have no pending clearances with any office.
- Incomplete applications or requirements will not be processed. Before submitting, ensure that all required documents and information are complete.
- Non-DLSU students who wish to enroll in an audit class must submit either an Application for Cross-Enrollment or an Application for Non-Degree Admission, subject to a separate application schedule

UNDERGRADUATE SHIFTING

You may find more details here:
SHIFTING PROCEDURE

For inquiries, you may submit a service request ticket through your ArchersHub to your APO
BAGCED - APO>>>Shifting Inquiry
CCS - APO>>>Shifting Inquiry
CLA - APO>>>Shifting Inquiry
CLTSOE - APO>>>Shifting Inquiry
COS - APO>>>Shifting Inquiry
GCOE - APO>>>Shifting Inquiry
RVRCOB - APO>>>Shifting Inquiry
SIS - APO>>>Shifting Inquiry

LEAVE OF ABSENCE APPLICATION

LEAVE OF ABSENCE APPLICATION Effective for Term 1, AY 2026-2027	Jul 27, 2026 – Nov 07, 2026 (08:00 PM)

1. Students must apply for LOA through this Gform together with the documents below:
   - A Medical Yellow slip issued by HSO (for medical/health reasons) and email endorsement/validation from Counseling and Psychological Services (for mental health reasons) are required.
   - LOA Form and valid ID of the Parents/Guardian on Records
   - Supporting Documents (if applicable only)
   - Clearance from the Office of Admissions and Scholarships (for OAS scholars only)
2. A copy of the Google Form response will be sent to the student's email as an acknowledgment.
3. Students currently enrolled/enlisted will be dropped or withdrawn (whichever is applicable) from all enrolled courses depending on the submission date, subject to appropriate fees.
4. The application will be evaluated, and once deemed complete, OUR will process the LOA, as endorsements/approvals from other offices shall no longer be required. Students will be informed through email once the LOA is processed within four working days of application submission.
5. The student must ensure that all necessary forms and documents are submitted; thus, an incomplete application will not be processed.
6. Students may be on LOA for a term or more, as there shall be no limit on the number of terms a student may apply for.
7. Upon return from LOA, the student will have to coordinate with the following offices to check if they have any accountability that needs to be settled before applying for returnee enrollment.

CPS, SDFO, FAO, HSO/Clinic, Associate Dean

(FOR DLSU SCHOLARS ONLY)

1. Students who receive scholarship grants should officially inform the DLSU Admissions and Scholarships Office (AdSO) in writing that they intend to take an LOA. Remember that taking an LOA is grounds for terminating a scholarship grant unless OAS gives special consideration due to meritorious cases. Please check the provisions in your Scholarship Guidelines related to the LOA stipulated **here.**

LEAVE OF ABSENCE REMINDERS:

1. Filing a Leave of Absence covers the whole term. If absence will only be for a day/week, consult the College Associate Dean or APO as such is NOT considered a Leave of Absence.
2. If the student enlisted for Term 1, AY 26-27 and intends to apply for LOA, he/she must drop the course/s immediately using Archershub account before the term starts to avoid charges/retention fee.
3. Dropping during the start of the term (as one file for LOA) will be charged with applicable retention fees.

TUITION FEE PAYMENT

DATE/DEADLINE	ACTIVITY
• Deadline for payment **without** surcharge: **Sep 09, 2026 (Wed)** • **With** surcharge starting : **Sep 10, 2026 (Thu)**	**Full Payment/ First Installment (1 of 3)**
• Deadline for payment **without** surcharge: **Oct 21, 2026 (Wed)** • **With** surcharge starting: **Oct 22, 2026 (Thu)**	**Second Installment (2 of 3)**
• Deadline for payment **without** surcharge: **Nov 04, 2026 (Wed)** • **With** surcharge starting: **Nov 05, 2026 (Thu**)	**Third Installment (3 of 3)**

TUITION AND FEE PAYMENT REMINDERS:

1. Students may check their Archer's Hub view assessment to verify their official receipt (OR) after payment.
2. For those who are not able to receive their details, including RF (for scholars), after seven (7) working days, please accomplish a service request through https://archershub.dlsu.edu.ph/ **Payment or fee-related concerns (for Undergraduate and Graduate Studies Students)**
3. Please **DO NOT PAY** through other **UNOFFICIAL** channels or payment facilities (e.g. direct deposit, banks and non-banks not under the Dragonpay payment selection). These will NOT BE REFLECTED AS PAYMENTS in your enrollment records.
4. Sample installment computation may be found at: https://www.dlsu.edu.ph/wp-content/uploads/pdf/accounting/guidelines/payment-options-full-and-installment.pdf.
5. **FOR CONCERNS,** please submit a service request through Archershub FAO-Payment Concerns (Undergraduate and Graduate Studies). **DO NOT email your proof of payment or request an Official Receipt (OR) from the Office of the University Registrar, as the OUR does not process or facilitate payment-related concerns.**

For more details, please refer to this link:
https://old.dlsu.edu.ph/offices/accounting/official-payment-channels/

CONTACT INFORMATION

ENROLLMENT SUPPORT	AVAILABLE OFFICE HOURS FOR ENROLLMENT CONCERNS:	DETAILS
NOTE: Except for Saturdays, Sundays / Holidays / Non-working days	• Mon-Fri 09:00 am to 12:00 nn and 01:00 pm to 05:00 pm DLSU Trunk line: • (632) 8-524-46-11 local 115	• For the complete list of fees, you may visit : **GLOSSARY FEE** • For FAQs about ArchersHub, please visit **FAQS** • For CANVAS technical issues and functionality, please email asist.support@dlsu.edu.ph and use the Canvas help menu.
Lunch Break: (Mondays to Fridays) 12:00 noon to 01:00 pm		

COLLEGE CONCERNS	COLLEGE/SCHOOL	Associate Dean	Academic Programming Officer (APO)
For the following but not limited to: • Audit Class Enrollment • Manual Dropping • Optional Electives/ Optional Minors • Special Class	School of Innovation and Sustainability (formerly known as LAGUNA CAMPUS)	assocdeanLC@dlsu.edu.ph	MS. MARICEL DELA ROCA maricel.delaroca@dlsu.edu.ph UH404 Laguna Campus
	Br. Andrew Gonzalez College of Education (BAGCED)	assocdeanBAGCED@dlsu.edu.ph	MS. MARY GRACE BENEGAS mary.grace.benegas@dlsu.edu.ph A1603 Br. Andrew Bldg.
	College of Computer Studies (CCS)	assocdeanCCS@dlsu.edu.ph	MS. HAZEL R. VENTURA hazel.ventura@dlsu.edu.ph 10th Flr. Br. Andrew Bldg.
	College of Liberal Arts (CLA)	assocdeanCLA@dlsu.edu.ph	MS. GINA ESPENILLA gina.espenilla@dlsu.edu.ph Ground Flr. Faculty Ctr.
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